



Accountant
Financial Specialist I (# EM009)

Richmond, VA

Virginia Department of Health, Office of Emergency Medical Services (Office of EMS) seeks a qualified candidate for the Financial Specialist I position.

Responsibilities:

This position is responsible for providing accounting and financial management. Responsibilities include: develop methods of recording fiscal transactions, allocate funds, update and maintain accounting systems, independently prepare financial statements/reports/cost analyses, and develop and present budgets and other financial information for review. Supervises other fiscal paraprofessionals and/or other support personnel.

Skills/Experience:

The ideal candidate will have considerable working knowledge of generally accepted accounting principles and practices. State accounting experience preferred. Considerable experience in financial activities related to budget development and management, reviewing/approving expenditures, financial reporting and reconciliation. Experience with automated financial systems. Highly proficient in the use of Excel, Lotus Notes, Access, and Word preferred.

Education:

College degree in accounting, financial management or business administration preferred or an equivalent combination of training and experience indicating possession of the preceding knowledge and abilities may substitute for this education and experience.

Salary:

Starting pay range \$28,987 to negotiable.

How to Apply:

A pre-appointment criminal record check and a background investigation are required. Apply on line at: www.jobs.virginia.gov and complete a state application not later than July 21, 2006.

An EQUAL OPPORTUNITY EMPLOYER